Dear educators,

The final state testing dates for ACT and WorkKeys are April 2 and 3. Instructions on tracking orders and shipments, along with other timely ACT, WorkKeys, and Aspire updates, are below.

The Office of Student Assessment is conducting a survey to gather information on the value and usage of the WorkKeys assessments in Wisconsin schools. District Administrators received an email with a survey link from OSAmail@dpi.wi.gov on March 13. OSA has requested that DAs complete the survey by April 3.

Deadline to Place Materials Orders for Emergency ACT and WorkKeys Test Dates – Mar 22

- The final state testing dates are approaching for grade 11; April 2 for ACT and April 3 for WorkKeys. April 2-8 is the emergency window for ACT accommodated and April 3-9 is the emergency window for WorkKeys accommodated testing.
- If any students were not able to complete testing on the initial or makeup test dates, place an additional order for the emergency test date. See p. 5 of the Test Coordinator Information Manual for eligibility criteria for makeup testing.
- Place an order in PearsonAccessNext for all materials except ACT accommodated. For ACT accommodated materials, call ACT at 800-553-6244 x1788 to order.

Confirm Your Materials Order and Track Shipments in PearsonAccessNext

If you have placed an order for ACT or WorkKeys materials, login to PearsonAccessNext to confirm the order is there. You can also view the tracking number and track your packages once they are shipped. To view your order and tracking:

1. Go to PANext and make sure you are on the appropriate ACT or WorkKeys side of the portal and logged in under the high school.
2. Click on SetUp.
3. Click on Orders & Shipment Tracking. You will see orders for your school listed.
4. Click on the blue circle icon next to each order. A pop up screen with several tabs will appear.
5. One tab shows your order.
6. The shipments tab shows the tracking numbers.
7. Click on a tracking number and it will take you to the FedEx site so you can see when your package will arrive and where it is currently.

Deadline for Entering Aspire Online Testing Accommodations and Supports - April 3

As was communicated in the March DAC Digests and March 7 biweekly ACT email, the deadline for entering accommodations into the PNPs for online testing has been updated to April 3. The Schedule of Events has been updated to reflect this change. If you need to make changes to a PNP after April 3,

- you will need to call Aspire Customer Care to do so: 855-730-0400;
- and, there may be a 24-hour delay before you can resume the student's test.

Aspire Test Administration Manuals

As a reminder, all test administration manuals for Aspire are found online and can be downloaded and printed. To download the resource in full, follow the links below and then click on the download icon in the grey bar, top right corner.

- Test Coordinator Manual
- Accessibility User's Guide
- Room Supervisor Manual - Online
- Room Supervisor Manual - Paper
- Administration Supplement - Wisconsin Spring 2019

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800
Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org
Aspire: 855-730-0400
http://www.act.org/stateanddistrict/wisconsin

General Information and Policies
Jennifer Bell
608-267-7268
jennifer.bell@dpi.wi.gov
https://dpi.wi.gov/assessment/act

Student Data
Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues
Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.